



MANAGER ENGINEERING & OPERATIONS (Full-Time/Open)

SALARY: \$7,801 - \$9,482 (approximate monthly salary)

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on July 28, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. www.lodi.gov

THE POSITION: Under general direction, manages the activities and operations of the Engineering and Operations Division of the Electric Utility Department; performs advanced engineering tasks such as planning and design, system protection and coordination, and project design; develops and maintains operating policies and procedures as well as material, engineering and construction standards; and performs related work as required. This class is distinguished by the professional level responsibilities relative to policy development, program planning and implementation, and the operations of a division. Receives general direction from the Electric Utility Director; exercises direction over operations and engineering staff. Duties may include, but are not limited to the following: Develops and implements goals, objectives, policies and procedures to enable the division to meet the business goals of the Department and the City; develops short and long range system studies and plans; identifies and implements necessary system expansions/modifications to provide sufficient capacity and quality of power to serve new and existing loads under both normal and emergency conditions; performs protection and coordination studies and designs/implements suitable corrective measures for maximum reliability and operating efficiency; plans, monitors, evaluates and implements system performance and configuration to obtain maximum reliability and cost effective mode of operation; prepares and administers the divisions' operating and capital budgets; reviews and approves work orders and project design comments; provides technical support and training for department staff; specifies and evaluates bids/proposals and requests for proposals of equipment, materials, professional services and other department needs as required; writes equipment specifications and test procedures, performs engineering studies, reviews relay protection and setting calculations; directs and manages the day-to-day operation of the division and coordinates projects with other divisions both within and outside of the Department; develops and coordinates project schedules and staffing resource assignments; oversees the utility dispatch center as well as computer-based records mapping and SCADA systems; administers contracts; plans, organizes, assigns, trains, reviews and evaluates the work of subordinate staff; performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of: Methods, techniques and practices used in the analysis, planning, design, operation, construction and maintenance of an electric transmission/distribution system; electrical engineering principles and practices; recent developments, current literature and sources of information regarding electric utility industry; principles and practices of budget preparation and administration; principles and practices of organization, administration, and personnel management; pertinent federal, state, and local laws, codes and regulations; computer equipment, programs and peripherals.

Ability to: Communicate effectively both orally and in writing; organize, direct and coordinate the division activities; implement established engineering practices; plan and design transmission/distribution, street/area lighting systems and other City electrical projects; prepare, present and administer budgets; prepare and give presentations to the general public, City council, management and department personnel; identify problems/issues, collect and analyze data, develop alternatives and select the most appropriate solution; interpret and apply federal, state and local laws, policies, procedures and regulations; establish and maintain cooperative working relationships with those contacted during the course of work; Plan, organize, train, assign, review and evaluate the work of others and subordinates; conduct performance appraisals, counsel employees, prepare documentation and recommend discipline and merit recognition; operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment.

Experience: Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is: Five years of increasingly responsible experience in electric utility engineering including the design and planning of transmission/distribution systems, two years of which shall have been in a supervisory capacity.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in electrical engineering; five years of increasingly responsible experience in electric utility engineering including the design and planning of transmission/distribution systems, two years of which shall have been in a supervisory capacity.

Licenses and Certificates: Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles. Registration as a Professional Electrical Engineer in the State of California.

Working Conditions: Essential and marginal functions may require maintaining physical conditions necessary for sitting, walking, and standing for prolong periods of time.; operating computers and vehicles, and occasional lifting up to 50 lbs.

TESTING PROCESS:

Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate the testing process. Resumes may not be substituted for a completed application.

Tentative Recruitment Plan: The following recruitment plan is tentative and subject to change. The Human Resources Division reserves the right to change the testing process when necessary. Make-up examinations and/or exercises will not be available. **Interview Schedule:** Oral Interview 8/18/06 and Department Selection Interviews 8/28/06.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

